

Candidate Information Bulletin



STATE OF UTAH Electrology Examination

Examinations

- Utah Electrology Theory Examination
- Utah Law and Rules Examination
- Utah Electrology Practical Examination

Introduction

The State Board Examination Program is designed to test the candidate's knowledge, skills, and abilities to practice and to determine whether the candidate is prepared to assume responsibility for the safety and welfare of the public.

This *Bulletin* is a guide for the candidate. If you have additional questions, you may contact the Division of Occupational and Professional Licensing (DOPL) concerning licensing questions, and contact Experior Assessments concerning questions on the examination process. **The Examination Registration Form and documentation is mailed to Experior, NOT to the DOPL.**

Registering for the Examination

Specific Theory and State Law Examinations are administered five days a week (Mon.-Fri.) at Experior located at 5486 South 1900 West, Suite C, Taylorsville, Utah 84118, and once each month in the St. George area. Register for the examination either:

1. **By Mail.** Complete the enclosed Application for Admission to Licensing Examination and return it by mail to Experior with your examination fee(s) made payable to Experior. You will be scheduled for an appointment at the first available time approximately one week after your application is received. Experior will mail you an Admission Letter providing you with the exact date and time of your test.
2. **By Telephone.** You can schedule your appointment by calling Experior at 801.355.5009, between 8:30 a.m. and 4:30 p.m., Monday through Friday. Simply pay for your examination with a major credit card (MasterCard or Visa).

Payment must be made in advance. You may reschedule your Theory and/or Law examination for a \$10.00 rescheduling fee up to the time of your appointment. If you fail to appear for your appointment

or are not admitted due to lack of proper identification, your examination fee will be forfeited and you must reapply for the examination. No exceptions are allowed. **Examination fees will not be refunded and are not transferable.**

Due to the logistics of scheduling a Practical performance examination, you may not reschedule this examination. If you fail to appear, missed your scheduled time or were not admitted due to lack of proper identification, your fee will be forfeited and you must reschedule.

Licensure Process

Upon completion of all licensure requirements including passing all examination(s), submit a complete application for licensure to:

By US Mail

Division of Occupational and Professional Licensing
P.O. Box 146741
Salt Lake City, Utah 84114-6741

By Delivery or Express Mail

Division of Occupational and Professional Licensing
160 East 300 South, 4th floor
Salt Lake City, Utah 84111

Applications for licensure are available on the Internet at <http://www.dopl.utah.gov>

You may also obtain licensure applications from:

Experior

5486 South 1900 West, Suite C
Taylorsville, Utah 84118
801.355.5009

E-mail: contactus@experioronline.com

In the subject you must specify: **UT Cos**

Web site: www.experioronline.com

Fees (subject to change)

The fee for the Utah Electrology Theory Exam and Utah Law and Rules Examination is **\$65.00**. Fee includes same-day theory or law score. If you retake one part of the Theory or Law examination the fee is **\$50.00**.

The fee for first-time and retake candidates for the Utah Electrology Practical Examination is **\$75.00**.

Same-day scoring is not available for the Practical Examination.

Therefore, a candidate scheduling for all three examinations would have a total fee of **\$140.00**.

Computerized Testing

Examinations are administered using Experior user-friendly, Microsoft Windows®-based, computerized testing system. Experior uses IBM compatible personal computers, similar to what you may have at home or in your business. **You do not need computer experience to use this system** In fact, you only use five keys on the entire keyboard to take the test. (The other keys are disabled. There is no way you can damage your test by accidentally touching a wrong key.)

Before you begin your examination, you are allowed to take a short practice examination to become familiar with the computer testing system. A friendly Experior test monitor will help you if you need further assistance.

You will receive your score at the conclusion of the examination.

Walk-In Computer Theory and Law Testing

You may simply walk in and test on a space-available basis for an additional \$10.00 fee. No reservation is required. The examination fee, plus the walk-in fee, must be paid before taking the examination.

Practical Test Information

Information will be provided shortly. It is anticipated that the Practical examination will be offered twice a month in the Salt Lake City area, once a month in the Logan area and alternating months in the Cedar City/Provo area.

Candidates with Special Needs

If you require a special testing accommodation under the *Americans with Disabilities Act* (ADA), please contact Experior to obtain an Accommodation Request Form. You will be required to submit written verification of your disability before scheduling your examination.

If English is your second language, please note that a language barrier is not considered a disability.

What to Bring with You

- A current, valid, clearly recognizable picture identification. (current driver's license preferred)

If you do not provide appropriate identification, you will not be permitted to test and you will forfeit your fee.

How to Take Your Examination

All examinations are closed book. No reference materials, notes, cellular telephones, pagers or beepers are permitted. Briefcases, backpacks, purses, bags, etc. must not be taken into the Theory and Law examination room.

You may not eat, drink or use tobacco in the testing room.

General Policies and Procedures

Security Policies

Irregularities observed during either the Theory or the Practical test administration, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aid to other candidates, attempting to remove test information by any means, possession of unauthorized notes or equipment, or sharing supplies may be sufficient cause to end your test participation, or to invalidate or cancel scores. Irregularities may be identified by observation or suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of testing materials.

Experior reserves the right to investigate each incident of misconduct or irregularity and will report such problems directly to DOPL. DOPL makes all final decisions on test score invalidations and cancellations.

Irregularities may result in your inability to test for a stated period of time or cause testing to take place under special conditions.

No visitors, guests or children are allowed in the test center.

Copyrighted Exam Questions

All test questions are the copyrighted property of Experior Assessments™, LLC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

Emergency Policy

In the event of inclement weather or a similar emergency, a scheduled examination may be canceled or delayed. However, due to the problematic logistics of a cancellation, this decision is made only in rare instances, and at the discretion of the Experior. If a test center is open for testing and you choose not to appear for testing,

your fee will be forfeited and you will need to reschedule your examination.

If you have concerns, contact Experior.

Environmental Distracter

Although Experior makes every attempt to provide an environment conducive to testing, outside noise and room temperature fluctuations are sometimes unavoidable problems. You may wish to dress in layers so you can easily adapt to a cooler or warmer climate in the examination room.

Score Information

Each Computer Theory and Law Examination is scored the same day it is administered. To ensure your confidentiality, no test scores are given over the phone.

A score of 75 or higher is needed on the Electrology Theory, Utah Law ;and Practical examinations in order to pass that particular examination.

If you do not pass the examination, you may request a strength and weakness report. This will help you determine areas where more study is needed before you retake the test. The per exam fee for this report is **\$15.00**. (The report is only available for your most recent examination.) You must send a **written** request to Experior after being notified of your score.

Candidate Feedback

Candidates' have several opportunities to make comments and/or appeals regarding their testing process.

Candidate Support Specialists (Operational Concerns)

If you have a concern or comment regarding the testing process, you may call Experior at the phone number shown on page 1. These types of concerns typically involve the scheduling of your exam, your experience at the testing center, and your interactions with Experior personnel.

Candidate Comments (Operational Concerns and Exam Concerns)

You are invited to make comments regarding both your testing experience and the content of the examinations at the end of your exam. For exams administered through paper and pencil, candidates are invited to fill out a "Question/Comment Form: and/or an "Your Opinion Matters Form". Experior takes all candidate comments seriously and all comments will be reviewed by Experior staff. However, you will **NOT** receive direct feedback about your comments. If you would like a written response from Experior, you will need to file an appeal (see the Candidate Appeal section below).

Appeal Committee (Exam Concerns)

If you have a concern involving the content or scoring of your examination and would like a written response from Experior, you will need to submit an appeal letter. Please include your name, social security number, name of the exam, date tested, and a specific description of your concerns. The letter should also contain your original signature. Faxes and e-mail appeals will not be accepted. Please send your letter to the following address:

Appeal Committee
Experior Assessments
1360 Energy Park Drive, Suite 200
St. Paul, MN 55108-5252

A summary of the Committee's decision regarding your complaint will be sent to you within two weeks of receiving your letter.

Comments must be from the candidate and not a third party.

Electrology Theory Examination Outline

The examination consists of 100 multiple-choice. You will have two hours to complete the examination. A score of 75 or higher is required to receive a passing grade. An approximate percentage is provided.

- | | |
|---|------------|
| 1. General Concepts | 20% |
| A. Infection Control | |
| B. Client Protection | |
| C. Salon Ethics | |
| 2. Physiology | 15% |
| A. Hair | |
| B. Skin | |
| 3. Physiology | 22% |
| C. Endocrinology | |
| 4. Electricity | 8% |
| 5. Basic Dermatology | 20% |
| 6. Machines and Equipment | 7% |
| 7. Conduct and Office Management | 8% |

State Laws and Rules Examination

This examination is a closed-book examination that consists of 50 multiple-choice questions. You will have two hours to complete this examination. A score of 75 or higher is required to receive a passing grade.

State Laws and Regulations **50 Questions**

Suggested References

Test questions are developed from industry standards. This examination emphasizes information presented in these references.

Milady's Standard Textbook of Cosmetology,
Delmar Publishers, 800-347-7707

Modern Electrology: Excess Hair, Its Causes and Treatments. Delmar Publishers, 800-347-7707

Salon Fundamentals: A Resource for Your Cosmetology Career, Pivot Point International, Inc.
800-886-4247

Electrolysis, Thermolysis and the Blend: Principles and Practice of Permanent Hair Removal Arroway Publishers

Utah State Laws, Rules and Regulations

Utah Law and Rules Examination References

A Study Guide (consisting of two booklets) has been prepared to assist you in preparing for the Law examination. This Study Guide includes a content outline listing the sources from which the examination was developed and relevant sources (i.e., state statutes, rules, etc.). The cost of the Study Guide is \$15.00 (plus shipping/handling and tax). You may order this Study Guide by calling Experior or by completing and submitting the enclosed Order Form. **All sales are final.**

Practical Examination

The practical portion consists of actual demonstrations. You are required to bring a kit containing all the required supplies and a model. The model must be at least 16 years old. The model must be appropriate for examination purposes. Make sure that your model reads and understands this portion of the Bulletin and signs the Model Affidavit. The Model Affidavit will be included in your Admission Packet and it is to be given to the administrator at the test site.

The model **may not** participate in any way during your examination, for example, there is to be not talking or handing you supplies, etc.

You will be given instructions before beginning each service. Be aware that an examiner is always rating you. The examiners will rate more than one candidate for each service. If for some reason, your performance is not observed, you may be requested to repeat a task.

Each service on the Practical examination has a time limit. If you do not complete the work within the time limit you will be graded appropriately. The Practical

examination takes approximately one and one-half hours to complete.

During the Practical examination, you must follow the appropriate rules for client protection that will ensure the health, safety and welfare of the public. This includes personal preparation and infection control in addition to being in control of your kit at all times as a safety issue.

If a blood-spill should occur, you are responsible for following the blood-spill procedure as it is explained at the test site. **If you do not follow the blood-spill procedure, you will automatically fail that service.**

You are responsible for bringing your own supplies. You are required to bring a sufficient quantity of supplies as listed below, in sanitary condition, including the required instruments in proper working order. **All bottles, jars and containers must be labeled.** The kit will be used during the examination as a dry sanitizer. You may not borrow from another candidate or from the test site location.

What to Wear and Bring to the Practical Examination

1. Your model. See model requirements.
2. Current, valid photo identification (driver's license).
3. Model Affidavit and Candidate Admission Letter.
4. The candidate must appear in a proper, clean professional attire. **IF YOU WEAR A SMOCK OR UNIFORM, THE NAME OF YOUR SCHOOL MUST NOT BE VISIBLE.**
5. The candidate's appearance must be neat and clean.
6. The following beauty kit (equipment and supplies).
 - Your electrolysis machine
 - Germicidal solution
 - Numbing solution
 - Antiseptic
 - Alcohol
 - Towels
 - Facial tissue
 - Cotton pads
 - Sterile, disposal needles (at least 2)
 - Sterile tweezers
 - Gloves
 - Disinfectants
 - Bag for disposal of waste materials
 - Electrode
 - Lamp

Magnifier
 Portable table (for model, not equipment)
 Sheet for table
 Pillow

Practical Examination Description

The Electrologist Practical examination is performed using a model. You will be examined in 3 sections. The examination should last approximately one hour. You will remove superfluous hairs from the upper part of the body and demonstrate the removal of at least three hairs using one of three available modalities: Electrolysis, thermolysis, or blend. A score of 75 is required to pass the Practical portion of the examination.

Sanitation 11 tasks

Set up your equipment and supplies as if you were preparing to see a client. Make sure your space is entirely ready for use on an inspection by any manner of client.

Preparation of the Client 5 tasks

Make certain that you, your work space and your client are ready for any type of needle insertion.

Insertion of the Needle into the Chin Hair Follicle, Arm Hair Follicle or Face Hair Follicle. 17 tasks

You will perform a needle insertion into the hair follicles. You will inform examiner of what size needle you will be using for the insertion. You may use any one of three modalities. You must remove a minimum of three hairs.

Post Treatment 14 tasks

Sanitation and client treatment after procedure.

Task Statements

Sanitation

1. Performs physical action of cleansing hands or applying sanitizer to hands
2. Needles/probes are presterilized and stored in clean, closed container
3. Tweezers are presterilized and stored in clean, closed container
4. Forceps are presterilized and stored in a clean, closed container
5. Cotton pads or cotton balls are stored in a clean, closed container or are individually wrapped
6. Implements are arranged on a clean table or stand
7. Supplies and solution containers are labeled to describe contents
8. Antiseptic and/or disinfectant are present

9. Cleanses the tip of the needle holder (or holders) with disinfectant
10. Cleanses all non-removable needle holders with disinfectant
11. Protective gloves are worn

Preparation of Model

12. Model is placed in a reclining position with head resting on a clean towel
13. Protective covering is placed over model's eyes or model's arm is placed on a separate clean towel
14. Clean tissue, cotton pad or additional towel is placed close to the site to be treated
15. Skin site is cleansed and wiped with antiseptic
16. Properly uses a magnifier lens and light to visualize hair follicles.

Needle Insertion and Removal of Hair

17. Proper needle size if selected for (1) fine, (2) medium or coarse or (3) very coarse or male model
18. Correct intensity and timing
19. A gas or vapor blister forms on the model's skin when the current is applied
20. A vapor blast appears around the needle and the tissue visibly moves when the current is applied
21. Blanching or whitening of the model's skin surface occurs and does not fade away when the current is applied
22. After the current is applied, open oozing follicles appear on the model's skin surface
23. The hair does not slide out easily
24. The hair is pulled or removed with force
25. The angle and depth of needle insertion is correct
26. The needle is inserted without resistance into the hair follicle at an angle parallel to the hair growth as it exits from the skin surface
27. Appearance of the model's skin remains basically unchanged but may have some loss of color as the needle is inserted
28. A black or blue mark of lump appears on the model's skin when the needle is inserted
29. The needle is inserted at an angle which is not parallel to the hair growth as it exits from the skin surface
30. The epilated hairs are placed on tissue, cotton pad or towel
31. Manipulation of the tweezers is correct
32. Hold the tweezers in either the same hand as the needle holder or in the opposite hand

- 33. Removes the treated hair with the tweezers without pinching the model's skin

Sanitation and Post Treatment

- 34. Sanitizes or changes glove or gloves is contamination of either glove occurs
 - 35. Removes all supplies including solutions, lotions, antiseptics or creams from individual containers without contaminating the product removed or the remaining supply in its container
 - 36. Uses sanitary implements and supplies
 - 37. All equipment, including light and attached electrical cords, are place in a position to maintain safety for the model and the candidate
 - 38. Blood-spill did not occur or occurred and was handled properly
- 39. Cotton pads/balls with antiseptic solution are used to sanitize the treated skin area
 - 40. Antiseptic lotion or cream is used to sooth and protect the treated skin area
 - 41. Ice pack is applied when necessary or it is not needed
 - 42. Needles are disposed of in "Blood Needle Disposer"
 - 43. Disposable materials are placed in a closed container
 - 44. Used linen is placed in separate closed container
 - 45. Reusable implements are placed in separate container which is labeled to note "Contaminated", "Dirty", or "Used" contents
 - 46. Work area is cleaned and disinfected, including the light, magnifier, machine knobs and all containers that were used
 - 47. Entire needle holder and cords are disinfected